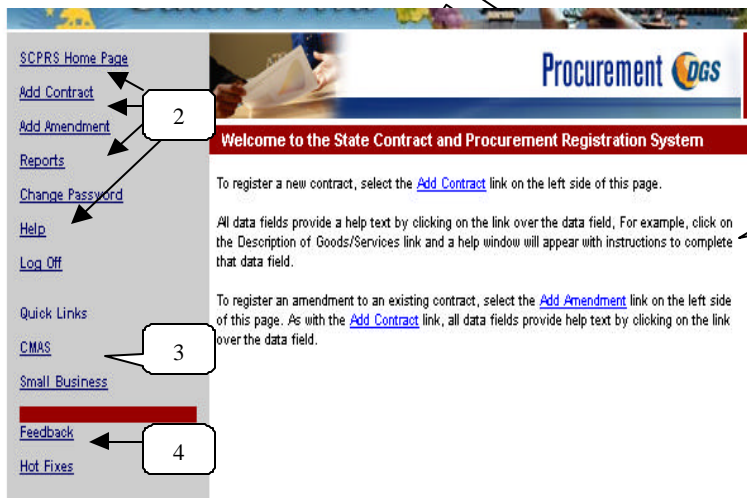


Welcome SCPRS

Procurement Division, DGS
February 18, 2003

Links on the Welcome Page

The first page you will see after successfully logging into the system is the Welcome screen shown below.



The gray area on the left of this screen and its links are available to the user throughout the SCPRS. From this gray area you can click on links to take you to a number of different places. Referring to the numbers in the comment boxes to the screen shown above, you can do the following from this first page:

1. The middle of the page provides links to allow the user to [Add Contract](#) or [Add Amendment](#) to a contract that has previously been entered into SCPRS. If the contract was never added, you will not be able to add an amendment. **You must first add a contract before you can add an amendment to that contract.** See Sections 3 and 4 for detailed information.
2. The left side of the page also contains links to add or amendment a contract. Additional links take you to the [Home Page](#) (this is the screen shown above), the [Reports](#) area, the [Change Password](#) screen, the [Help](#) manual and to [Log-Off](#).
3. **Quick Links** on the left side of the screen will take the user to Procurement's Division Internet pages for [CMAS](#) and [Small Business](#).
4. Additionally, there are links in the gray area to permit feedback from users to the SCPRS staff and to view announcements from SCPRS to the users.

Additional User Guide Sections

For additional information on the following links, go to the User Guide section indicated.

Change Password	Section 1
Add Contract	Section 3
Add Amendment	Section 4
Reports	Section 5

Help Assistance

There are a number of help sources in the SCPRS system to assist the user. If you have suggestions on improving the system, please let us know. We welcome and encourage your input.

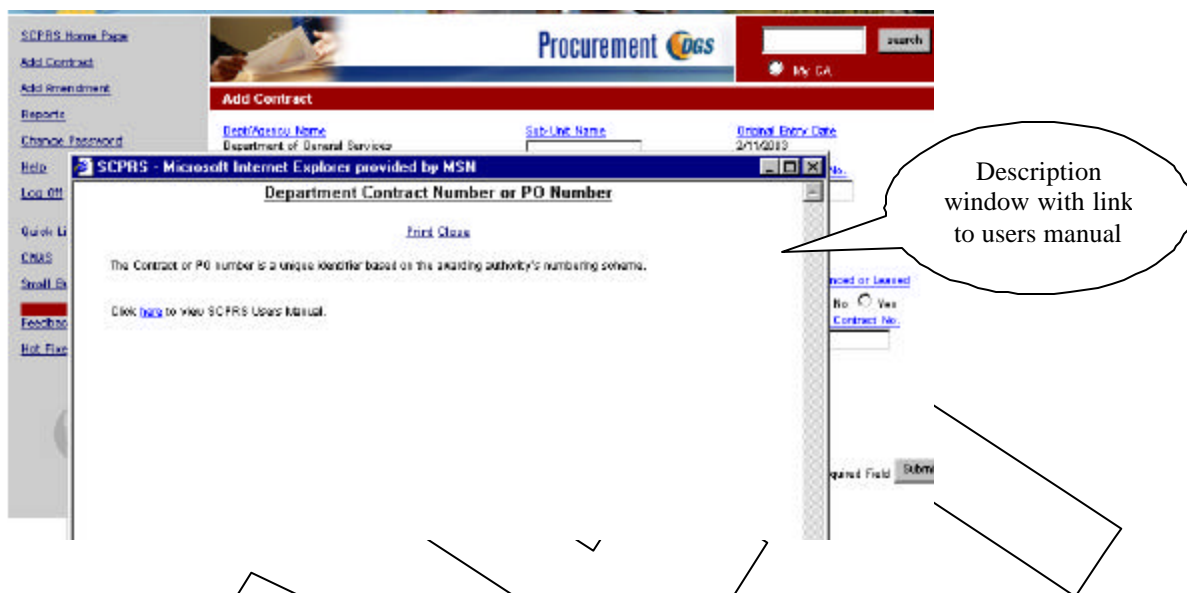
The user has the following help support options available.

- A [Contact Us](#) link in the gray area on the left of each screen throughout the system is available for the user to send questions and concerns to the SCPRS staff.
- A *User's Manual*. This manual can be viewed on screen in sections and can be printed in sections or printed in whole on your own printer. A click on the [Help](#) link in the gray area on any screen will open a new page with the User's Manual table of contents. A click on any of the sections will open that section only. To print the manual, use your normal settings and method of printing from your Browser software. (If you need further assistance, please contact your department/agency's computer support or Help Desk staff.)
- Each screen will offer its own help information for each piece of data on that screen. There is a blue link directly above *each individual box* (see below). This link will open a window that contains a description of that box. Those boxes that include a drop down list of choices will also include a short description of each choice.

The screen below shows help links:

The screenshot shows the 'Add Contract' form in the SCPRS system. On the left is a gray sidebar with a list of links: SCPRS Home Page, Add Contract, Add Amendment, Reports, Change Password, Help, Log Off, Quick Links, CMAS, Small Business, Feedback, and Hot Fixes. The 'Help' link is highlighted with a red bar. A callout box points to 'Help' with the text 'Link to User's Guide'. The main form area is titled 'Procurement DGS' and 'Add Contract'. It contains various input fields with blue links above them: 'Dept./Agency Name' (Department of General Services), 'Sub-Unit Name', 'Original Entry Date' (2/11/2003), 'Dept. Delegation No.', 'Contract Type' (1 - IT Goods), 'Description of Goods/Services', 'Contractor Name', 'Dept. Contract No./P.O. No.', 'PIN No.', 'Financed or Leased' (radio buttons for No/Yes), 'Leveraged Contract No.', 'Vendor FEIN', 'Contracting Method' (1 - Competitive Bid (CB)), 'Disabled Veteran' (radio buttons for No/Yes), 'Micro Business' (radio buttons for No/Yes), 'Original Beginning Term', 'Original Ending Term', and 'Original Contract Amount'. A callout box points to the blue link above the 'Description of Goods/Services' field with the text 'Link to description of this box'. At the bottom right, there is a legend '*=Required Field' and a 'Submit' button.

Below is an example of a description window for the **Contractor Name** box. Each description window also contains a link that will take the user to the SCPRS Users Manual.



Note: To open a second help box in SCPRS, you must first close this description window. If you do not close this window, you can still continue in the SCPRS screens, but the description window remains open and may affect the performance of the system. Either click on the small 'X' in the far right top of the help window or click on the [Close](#) link near the top of the description screen.

Go to Section 2a to continue the **Welcoming** part of the User Manual